



wasaga beach public library

Policy Name	Membership and Borrowing Policy		
Section	Operational	Effective Date	January 26, 2026
Policy Number	OP-02	Reviewed Date	January 26, 2026
Motion Number	07-26	Next Review Date	January 2030

Purpose

This policy provides the principles and framework to facilitate free and equitable access to Library collections and services; and to establish rules and regulations that protect Library collections and services.

Scope

The Library will be accessible and open for use for everyone. No fee will be charged to residents of Wasaga Beach for use of the library's materials, for borrowing circulating materials, for use of basic reference and information services, for computer use or to access e-resources or electronic databases.

Definitions

Circulation is the borrowing of library materials for use outside the library.

A **resident** is someone who lives in Wasaga Beach, or who supports Wasaga Beach through taxes (owns or leases property within the municipality).

A **student** is someone who attends a school within the Wasaga Beach municipal boundary.

A **loan period** is the total number of days that one can keep a specific item before returning it to the Library.

Claims returned occurs when a patron claims to have returned an item or items that the automated circulation system shows as being checked out to that patron.

A patron's membership is considered **active** as long as the membership period has not expired.

A patron in **good standing** has a current membership, has no outstanding lost or damaged items and owes no fees.

A **reserve** or **hold** is placed on an item when that item is currently unavailable. The item may be on order or checked out to another patron,

Policy

Section 1.1 - Membership

All memberships, regardless of type, must adhere to the Responsibilities of Membership.



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1.1.1 Resident Membership

- A resident of Wasaga Beach may apply for a membership by providing a document bearing their name and current Wasaga Beach address. This document must be a formal document of some kind such as a driver's license, bill, or tax receipt. Residents must provide a working phone number. An email address is also requested, although optional if not available. Additionally, a resident's birth date / birth year / age group will be requested to assist with user data purposes.
- Children up to and including 15 years of age require a parent or legal guardian to provide appropriate identification and to provide a signature assuming responsibility for any material lost or damaged.
 - If parents are not able to visit the library to support their child's registration, proof of address will be obtained through alternative means, where possible.
- Residents seeking remote access to library materials can apply for membership electronically by sending proof of address via email. Membership cards will be held on site should members choose to utilize physical materials.
- Resident memberships will expire every two years. Library memberships can be renewed as long as membership is in good standing.

1.1.2 Non- Resident Membership

- Persons who do not have a permanent address within the municipal boundaries and who do not own property within the municipality may obtain a Wasaga Beach Public Library Non-Resident Membership card for a set fee.
- A fee set by the Library Board, will be charged annually. (See WBPL Rates and Fees Schedule)
- Applicants must provide a working phone number, an email address, and proof of primary residential address.
- Non-Resident members have access to the Library's complete complement of services and resources.

1.1.3 Student Membership

- Students from other municipalities who attend school in Wasaga Beach are eligible for student membership.
- Students/caregivers must show proof of enrollment in a Wasaga Beach school – student card, report card, student mail – to obtain a WBPL membership.
- Student membership will expire annually but can be renewed upon verification of enrollment and membership good standing.



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- Students that reside in Tiny Township and wish to join WBPL can purchase Non-Resident Memberships which will be reimbursed by the Municipality of Tiny Township.

1.1.4 Organization Membership

- Organizations, schools, and businesses within Wasaga Beach can obtain an Organization card to borrow materials.
- The Chief Executive or designate will be responsible for all materials borrowed by the corporation.
- The Organization Membership will expire annually, but can be renewed upon verification of good standing.

1.1.5 Town of Wasaga Beach Employee Membership

- People who are employed by the Corporation of the Town of Wasaga Beach can obtain free membership to WBPL.
- Proof of employment can be provided via pay stub, employee contract, or verification from Human Resources.
- Town employee members must provide a permanent address, phone number and email address.
- Membership privileges will be rescinded, and all materials must be returned if the individual leaves the Town's employ.
- The Town of Wasaga Beach Employee Membership will expire annually but can be renewed upon verification of employment and membership good standing.

1.1.6 Temporary Residents Membership

- Temporary residents or individuals living in Wasaga Beach without proof of a permanent Wasaga Beach address are eligible for a Temporary Resident Membership.
- The Temporary Resident Membership provides limited borrowing privileges:
 - A limit of three physical collection items.
 - No electronics including Wi-Fi hotspots, tablets, Launchpads, Playaways, Wonderbooks.
 - No Beyond Books items.
- Membership will expire every three months. Temporary Resident Memberships can be renewed if their membership is in good standing.
- Temporary membership holders can upgrade to Resident Membership with proof of a permanent address in Wasaga Beach.
- Temporary members must provide a valid phone number, email address, and temporary address.



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Section 1.2 – Responsibilities of Membership

All members of the Wasaga Beach Public Library agree to:

- Observe all policies set by the Library Board as authorized by the ***Public Libraries Act***.
- Present library card (physical or electronic version) to borrow materials.
- Be responsible for all materials borrowed on their card.
- Return all material by due date or take steps to renew materials.
- Pay all fees incurred relating to library material.
- Report loss of card or change of address as soon as possible.
- Parents or guardians of minors under the age of 16 are responsible for their children's borrowing and behaviour within the Library.
- Maintain conduct not considered harmful, disturbing or objectionable by library staff as defined in the ***Patron Code of Conduct***.
- Respect the rights of other patrons and library staff as defined in the ***Patron Code of Conduct***.

Failure to adhere to the Responsibilities of Membership may result in a denial of library services and privileges as outlined in the ***Patron Code of Conduct Policy***.

Section 1.3 - Privacy of Records

The Library respects the privacy of individuals and will safeguard their personal information. Personal information is collected only for the purpose of providing library service.

- Confidentiality of all borrower and loan records applies in all circumstances except where the police can present a valid search warrant.
- Persons phoning or emailing the library for information on their account will be asked to prove their identity before receiving information.
- Library staff will not discuss the reading tastes, or items borrowed by library patrons with third parties. Parents of minor children may receive information so that they may search for lost items or pay fees on behalf of their children.
- Library membership and circulation records will be used in accordance with ***Privacy, Access to Information and Electronic Messages under CASL Policy***

Section 1.4 - Borrowing Materials

- Using materials within the library or borrowing for home use is free of charge.
- Items received via interlibrary loan from other libraries, are also loaned free of charge.

- In keeping with the Ontario Library Association's Children and Youth Rights in the Public Library, there are no restrictions on material borrowed by children or youth. While library staff can advise on reading interests, material selected by a child or youth is the responsibility of the parent or guardian.
- Borrowing privileges will be restricted when a borrower has unpaid fees.
- Borrowing privileges may be revoked at the discretion of the CEO for users who habitually abuse these privileges. Revoked privileges may be re-instated at the discretion of the CEO.

1.4.1 - Loan Period

A loan period is established to enable fair access to the library's resources by all patrons.

- The usual loan period for most items is 21 days.
- Select materials including DVDs, Launchpads, electronics, magazines, Beyond Books items and Lightning Loan bestsellers circulate for 7 days.
- Provincial Parks Passes, if available, circulate for 3 days.
- The loan period for interlibrary loans is 21 days or less depending on the length of time given by the lending library.
- Book Club sets circulate for 28 days.
- The maximum number of items that may be checked out is 30 items per regular residential membership card but there are exceptions:
 - A maximum of one Wi-Fi hotspot per card;
 - A maximum of one Launchpad per card;
 - A maximum of one video game per card;
 - A maximum of one tablet per card.

1.4.2 Renewals

- Library materials may be renewed up to three times per item provided that the item is not on hold for another patron, or the patron does not have other overdue library materials.
- Select library materials cannot be renewed, and members will be informed of the loan limitations on these items. They include:
 - Electronic items – Wi-fi hotspots, Launchpads, tablets, etc.
 - Interlibrary Loan items
 - Park Passes
- Items may be renewed by phone, online or in person.
- Discretionary renewals may be approved by the CEO or designated staff.
- Email notices and follow up phone calls will be automatically sent out to borrowers as due date reminders and to encourage members to renew their items

1.4.3 - Holds

- Only material circulating as part of the Library's collection can be placed on hold.
- Patrons must be a library member in good standing to place or receive a hold.
- When there are multiple reserves on an item, the first person to initiate the hold will be notified first.
- Material will be held for 3 days after notification for pick up. After that date, the material will be given to the next patron on the reserve list and the patron name will be removed.
- Patrons may place holds in person, by phone or online.
- Holds may be suspended at a patron's request.

1.4.4 - Overdue Material

Wasaga Beach Public Library no longer charges fines on overdue library materials.

It is the responsibility of patrons to ensure that borrowed items are returned or renewed when due. After hour returns are available through the book drop.

- If a borrowed item is not returned on or before the specified due date on the check-out slip, the item is overdue.
- Three overdue notices will be generated:
 - 1 day after due date
 - 7 days after due date
 - 29 days after due date
- Patrons will be contacted regarding overdue materials by phone, email or mail.
- After 29 days from the original overdue notice, materials are considered lost and patrons are charged the replacement cost of the materials.
- Patrons with overdue materials will not be able to borrow additional items until their account is in good standing.

1.4.5 - Lost and Damaged Items

Patrons are responsible for returning borrowed materials in good condition / good working order.

- Damage does not include the cumulative wear and tear that occurs through normal use. Borrowers will be billed for any item lost or deemed damaged beyond repair.
- The replacement fee is based on the cost of the item listed in the item record in the Library catalogue.
- Replacement costs for all circulating formats will be based on market replacement value. Select older items will be discounted:
 - Books older than 5 years will be discounted 50% of value.



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- Magazines older than 1 year will be discounted 50% of value.
- Single DVDs older than 1 year will be discounted 50% of value.
- The CEO or their staff delegate may exercise discretion in determining an alternative replacement fee under special circumstances.
- Patrons with lost and / or damaged materials will not be able to borrow additional items until their account is in good standing.

Responsibility

Under the direction of the Library CEO, all Library staff are to abide by the membership and borrowing rules established by this policy. Adherence to the policy will ensure that service is standardized for all potential and established members with clear borrowing parameters in place.

Appendix

Damaged / Lost Materials Replacement Fee Guidelines
Wasaga Beach Public Library Rates and Fees Schedule

Related materials/policies

Code of Conduct

Privacy, Access to Information and Electronic Messages Under CASL

Policy History

Approved by the Public Library Board,

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Policy OP-02

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Supersedes

Date: Nov 17, 2023

Policy: OP-01

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Motion: 21-05